



Initial Psychology Application Checklist and Instructions

Applicants: Please send this form in with your application and initial all steps that have been completed.

1. _____ Completed and signed application
2. _____ Application Fee of \$100 (for licensure only) or \$150 (for license and temporary permit). Checks should be made out to IPLA.
3. _____ Criminal background check should be completed after the application is received at IPLA and the money is put on the IPLA system. Instructions for both in-state and out of state applicants can be found here: <http://www.in.gov/pla/3241.htm>. **Please note: temporary licenses will not be issued until a criminal background check is completed and reviewed. Temporary licenses are valid for the shorter time of the following: ten months from issuance date; failure of the state jurisprudence examination or failure of the EPPP.**
4. _____ If you answer "YES" to any of the questions, include a detailed personal response/explanation regarding the positive response. Letters from attorneys will not be considered.
5. _____ Transcripts showing conferment of a doctoral degree and program (Ph.D or Psy.D) must be received directly from the institution. Internships should be listed directly on the transcript. If the internship is not listed on the transcript, the program must provide a letter verifying the completion of the internship.
6. _____ APA or CPA approved programs **do not** require the "Coursework Information" section. Non-APA or CPA approved programs require the applicant to complete the "Coursework Information" section of the application and provide documentation of the subject areas claimed in the four areas including syllabi and coursework descriptions.
7. _____ **Endorsement Applicants Only:** Out of state applicants must provide licensure verification for any state in which they have held a license. Verifications should be sent directly from the state to of licensure to Indiana.
8. _____ If the applicant has previously held any type of license in Indiana under a different name, the applicant must provide evidence of a name change (i.e. copy of a marriage or divorce certificate).
9. All applicants will be emailed the state jurisprudence examination after completion of these steps. Applicants should complete the state jurisprudence examination and scan and email the answer key to the assigned customer service representative.
10. Examination applicants will be made eligible for the EPPP after completing all requirements and successfully passing the state jurisprudence examination.